



# Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

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Marilyn Kliber  
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski  
(231) 398-3500

## MANISTEE COUNTY TECHNOLOGY/INFORMATION COMMITTEE REPORT

Thursday, January 14, 2010  
2:00 P.M.

Board of Commissioners' Meeting Room  
Manistee County Courthouse

Members Present: Glenn Lottie, Chairperson/County Commissioner; Gordon McLellan, Network Administrator; Marilyn Kliber, County Clerk; Kathi Lynn 85<sup>th</sup> District Court; Sue Wagner, County Planner; Captain Robert Lancaster; Bruce Schimke, Maintenance Supervisor; and Jeri Lyn Prielipp, Finance Assistant/Recording Secretary

Members Absent: Allan O'Shea, County Commissioner; Ford Stone, Prosecuting Attorney; Deidre Robison, Probate Court Register; David Thompson, Friend of the Court; Kendra Rohdy Equalization Director; Russell Pomeroy, County Treasurer; Kris Randall, 19<sup>th</sup> Circuit Court Administrator; and Penny Pepera, Register of Deeds

Mr. Lottie called the meeting to order at 2:03 P.M.

### ITEMS REQUIRING BOARD ACTION

Ms. Wagner explained that the two new PC's that were installed in the Planning Department have WordPerfect 12 installed on them and WP 12 does not include the Paradox software. As a result her Department is no longer able to access the addressing and soil erosion permits data. Mr. McLellan indicated that the old version of WP has rather serious compatibility issues with the way our computers and our network are set up, and he recommends purchasing WordPerfect Office X4 which will reinstall the Paradox software. The Committee was presented with a quote from Provantage for Corel WordPerfect Office X4 Professional software at a cost of \$335.23 each (APPENDIX A) and it will be necessary to purchase two copies.

**Mr. Lottie recommended purchasing two (2) Corel WordPerfect Office X4 Professional software packages for the Planning Department at a cost of \$335.23 each, to be paid from the Computer Technology Fund. No alternative recommendation was proposed. (APPENDIX A)**

Captain Lancaster reported that the Sheriff's Office is requesting an update to the civil process software that is failing. Some days it is totally inaccessible and creates problems for the office staff in the Sheriff's Office who spend approximately 1/4 to 1/2 of the day on civil process work. Mr. McLellan explained that the version that the Sheriff's office has is approximately eight years old and has been pulled through many upgrades, and he recommends purchasing the upgrade and one year maintenance contract. The manufacturer of the software has provided some assistance in the past, but because the version is so outdated, the manufacturer is reluctant to provide further support (free of charge) until it is upgraded. Mr. McLellan stated that the Sheriff requested that the Committee consider paying for this software upgrade from the Technology Fund, but if the Committee denies this request, then it would be purchased from the Sheriff's budget.

**Mr. Lottie recommended purchasing the Process Trk v4 Upgrade and 1-year maintenance plan for the Sheriff's Office from Saul's Creek Engineering, LLC, at a total cost of \$3,330.00, to be paid from the Computer Technology Fund. No alternative recommendation was proposed. (APPENDIX B)**

Mr. McLellan next explained that the only PC in the Clerk's Office that has Adobe Acrobat installed on it is the machine that is currently used by the Deputy who will be off on maternity leave very soon and the County Clerk requested that Adobe Acrobat be installed on another PC in her office. Adobe is used for updating the County Clerk's web site, posting meeting minutes, etc.. The Committee was presented with a quote from CDWg for Adobe Acrobat Pro 9 Win Bx at a total cost of \$426.87 (APPENDIX C).

**Captain Lancaster recommended purchasing the Adobe Acrobat Pro 9 Win Bx from CDWg for the County Clerk's Office at a total cost of \$426.87, to be paid from the Technology Fund. No other recommendations were offered. (APPENDIX C)**

## **ITEMS NOT REQUIRING BOARD ACTION**

Mr. McLellan reported that he recently reviewed the accounts for the County and Court computers and noticed that there are several accounts that are dormant (former County employees) and he questioned how long these accounts need to be maintained? Ms. Kliber stated she approached Ms. Randall about this and Ms. Randall indicated that she wanted the accounts kept for anyone coming into a Court position who would need to have access, and would be easier to just convert the account to the new employee. Mr. McLellan requested that in the future, Department Heads and Supervisors notify him when new employees are hired, as well as when people leave County employment so that he may better maintain the computer accounts.

The Committee then proceeded to set the 2010 meeting schedule for the second Thursday of each month, with the exception of April and October, when the Committee will meet on the third Thursday. The starting time for these Committee meetings is 2:00 P.M. Ms. Prielipp pointed out that the November meeting falls on a legal holiday, however the Committee chose to keep that meeting as scheduled for the time being.

Mr. McLellan reported that the new digital transcription software will be installed next week in the 85<sup>th</sup> District Court. Also, the Sheriff's Department just recently switched over to the new web site design and encouraged the Committee to visit the Sheriff's site.

Mr. Schimke reported that the new maintenance software was installed for the 2R wing of the courthouse building and he now has the capability to monitor and regulate/adjust the heating and cooling for the 2R annex remotely from his computer. Mr. Schimke stated that one of his long term goals is to install this temperature control system throughout the entire Courthouse and Government Center.

There being no other business to come before the Committee, the meeting was adjourned at 2:40 P.M.

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Glenn Lottie, County Commissioner

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Jeri Lyn Prielipp, Finance Assistant

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Gordon McLellan, Network Administrator

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Bruce Schimke, Maintenance Supervisor

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Bridgett Guillen-Quinn, 85<sup>th</sup> District Court

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Marilyn Kliber, County Clerk

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Kathi Lynn, 85<sup>th</sup> District Court

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Sue Wagner, County Planner

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Captain Robert Lancaster

visit: [www.manisteecountymi.gov](http://www.manisteecountymi.gov)

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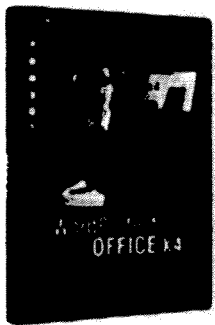
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WordPerfect Office X4 Professional

Manufacturer Part Number: WPX4PROENDVD

Abstract

No matter what your task, Corel WordPerfect Office X4 Professional Edition keeps you connected to the people, tools and information that drive your business. It offers power users a complete range of office and database software that helps you save time, stay organized and deliver professional results.

Product Specifications [Compare with other products.](#)

Product Name	WordPerfect Office X4 Professional
Suite Contents	<ul style="list-style-type: none"><li>▶ WordPerfect X4</li><li>▶ Quattro Pro X4</li><li>▶ Presentations X4</li><li>▶ Paradox</li><li>▶ Corel Visual Intelligence SE</li><li>▶ WordPerfect Lightning</li><li>▶ Software Developer Kit (SDK)</li></ul>
Features	<p><b>File Format Freedom:</b></p> <ul style="list-style-type: none"><li>▶ Microsoft Office 2007 Support</li><li>▶ Enhanced Compatibility</li><li>▶ Open Document Format (ODF)</li></ul> <p><b>More Built-in PDF Tools:</b></p> <ul style="list-style-type: none"><li>▶ Suite-wide Publish to PDF</li></ul>



*Appendix B*  
**Invoice**

Marcia Bond  
Manistee County Sheriff's Office  
1525 E Parkdale Ave  
Manistee MI 49880

Please Remit Payment To:  
Saul's Creek Engineering, LLC  
PO Box 1520  
Bayfield CO 81122

Statement Date: 01-12-2010  
Invoice No: 10028  
Due Date: Upon Receipt

Item	Description	Amount
1	processTrek v4 Upgrade	\$2,790.00
2	Annual Maintenance - 2010	\$540.00
Amount Due		\$3,330.00

INVOICE DATE	INVOICE NUMBER	INVOICE TERMS	DUE DATE
01/08/2010	RJR8080	NET 30 Days-Gov/State-Local	02/07/2010

OUR PART NO.	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
1458539	ADO ACROBAT PRO 9 WIN BX Manufacture Part Number: 22020737	1	1	0	\$412.39	\$412.39
<p>(Appendix C)</p> <p><b>ORIGINAL INVOICE</b></p> <p>THANK YOU FOR YOUR ORDER</p>						
ACH INFORMATION: THE NORTHERN TRUST 50 SOUTH LA SALLE STREET CHICAGO, IL 60675		ROUTING NO.: 071000152 ACCOUNT NAME: CDW GOVERNMENT ACCOUNT NO.: 91057				
HAVE QUESTIONS ABOUT YOUR ACCOUNT? PLEASE EMAIL US AT: <a href="mailto:credit@cdw.com">credit@cdw.com</a>						

ORDER DATE 01/08/2010	SHIP VIA UPS Ground (2-3 Day)	PURCHASE ORDER NO. 7667837	CUSTOMER NO. 4361123	PRODUCT SUBTOTAL	\$412.39
SALESPERSON SEAN BERGQUIST 312-705-8983 <a href="mailto:seanber@cdwg.com">seanber@cdwg.com</a>		SHIP TO: MANISTEE COUNTY ADMIN OFFICE GORDON MCLELLAN 415 3RD ST MANISTEE MI 49660-1685		SALES ORDER NUMBER SRX5924	SHIPPING \$14.48
				SALES TAX	\$0.00
				INVOICE AMOUNT	\$426.87
				AMOUNT DUE	\$426.87

CDW GOVERNMENT AN ILLINOIS CORPORATION FEIN 36-4230110



652302J

MAKE CHECKS PAYABLE TO:



CDW Government  
75 Remittance Drive, Suite 1515  
Chicago, IL 60675-1515

RETURN SERVICE REQUESTED



PLEASE DETACH AND RETURN THIS PORTION WITH YOUR

INVOICE NUMBER RJR8080	INVOICE DATE 01/08/2010	CUSTOMER NUMBER 4361123
PRODUCT SUBTOTAL \$412.39	SHIPPING \$14.48	SALES TAX \$0.00
INVOICE AMOUNT \$426.87	AMOUNT DUE \$426.87	



0101

MANISTEE COUNTY  
ACCOUNTS PAYABLE  
415 3RD ST  
MANISTEE, MI 49660-1685

CDW GOVERNMENT, INC.  
75 REMITTANCE DRIVE  
SUITE 1515  
CHICAGO, IL 60675-1515